

*April 3, 1998*

NOTE TO: TRAINING MANAGERS AND COORDINATORS

FROM: THOMAS W. EVANS, DIRECTOR /S/  
OFFICE OF TRAINING AND  
HUMAN RESOURCE DEVELOPMENT

SUBJECT: PARTICIPATION IN AMERICAN SOCIETY FOR TRAINING AND  
DEVELOPMENT BENCHMARK SURVEY

The American Society for Training and Development (ASTD) conducts an annual survey of training organizations. Under the sponsorship of the Office of Personnel Management's Human Resource and Development Council, we have the opportunity to take advantage of this survey to see how our training offices compare to the estimated 50 private sector companies which have participated in past surveys. The survey is also of interest as a checklist of possible services to include in a total human resource development program. In addition, we may want to include certain data elements and reporting capabilities in the Corporate Human Resource Information System training administration module.

Completion of the survey by Departmental and contractor training offices is voluntary. However, we strongly encourage training managers and coordinators to try to complete the survey, if only for internal purposes. The survey is for FY 1997. It is 45 pages long, but only about 15 questions require specific activity or cost information, much of which has already been reviewed in preparing responses for the General Accounting Office inquiry. In addition, the use of estimates and "unknown" and "not available" are legitimate and important responses because they basically pose the questions "should we provide this service?" or "should we have this information?". We are also requesting that no special data collection take place to answer the survey questions, and, at the end of the survey, that comments on the survey and how long it took to complete are provided. We estimate that a training office manager should need no more than four hours to complete the entire survey.

Why are we participating? Our objectives in providing this survey to you are to begin the process of developing useful benchmarks for Departmental training programs and to set the stage for discussions of programs and services to be included in future training plans. The survey results for 1994-96, covering about 40 private sector companies, are available through the ASTD web site ([www.astd.org](http://www.astd.org)). The results of 1997 survey data will be available in July 1998 and we will make a copy available to each training office. Several Federal agencies are participating for the first time in the survey so we will also have a small Federal data base to review.

If you have questions, contact Bob Joyce on 202-426-1539 or [robert.joyce@hq.doe.gov](mailto:robert.joyce@hq.doe.gov). Please return a copy of your completed survey to Bob Joyce, by April 23, 1998, if possible. We

appreciate your cooperation and expect we will all learn much from completing the survey.